

Brighter Days Preschool

Douglas County Community Center 1329 Waterloo Ln Gardnerville, NV 89410 (775)782-5500



Welcome Packet

Preschool hours are 8:30 – 12:30 Monday–Friday (September–May)

Summer Program hours are 8:00 – 2:00 Monday–Friday (June–August)

We have a few program options available

M-F (5 days a week)

M/W/F (3 days a week)

T/TH (2 days a week)

Children that would like to be enrolled in our programs have to be potty trained.

Douglas County has been offering a Pre-K Preschool since 1982. It is an outreach program sponsored by Douglas County Community Services/Parks & Recreation Department. It is our policy to accept all eligible children, regardless of racial, cultural, religious or social-economic backgrounds.

Philosophy

We believe that each child is a unique individual with many special abilities. Our job is to create a caring, loving and rich learning environment. Children can explore, create, and learn in their own way, experiencing social skills, music / movement, science / cooking, arts / crafts, and school readiness activities.

We also believe that interactions between generations develop strong bonds and life long friendships. In this type of environment young children will learn that all people and all ages can interact well together. The senior citizens and retired educators from the senior center will interact with the students and teachers on a regular basis, as volunteers and or visitors. Throughout the school year we will put on monthly shows, have lunches together, cook together, do crafts, and every day activities.

Program

The preschool's activities are planned to benefit the child physically, mentally, socially, creatively, and intellectually. There will be a new lesson plan placed on the parent board every Monday. Our program includes daily activities; such as- calendar, songs, letter, numbers, shape, and color recognition, art, science, free play. Throughout the month there will be special events going on as well; such as- field trips, special visits with our senior friends, cooking projects, themed parties, and special birthday celebrations.

Daily Schedule (September-May) 8:30-12:30

8:30-9:00 Welcome to school! Free choice activities
9:00-9:30 Circle time
9:30-9:45 Snack time
9:45-10:30 Outside play
10:30-10:45 Group enrichment activities
10:45-12:15 Arts and crafts/curriculum based learning activities/table top exploration/and free play choices
12:15-12:30 Clean up and going home!

Daily Schedule- Summer extended days (June-August) 8:00-2:00

8:00-9:00 Welcome to school! Free choice activities
9:00-9:30 Circle time
9:30-9:45 Snack time
9:45-10:30 Outside play
10:30-10:45 Group enrichment activities
10:45-12:00 Arts and crafts/curriculum based learning activities/table top exploration/and free play choices
12:00-12:30 Lunch time
12:30-1:30 Outside play/Summer water play
1:30-2:00 Free play, going home!!

Parent Participate

After you enroll your child, you are welcome anytime to observe and or participate in any of our daily activities. As a parent you also volunteer to help on field trips.

Snacks & Classroom Parties

There is a **\$2.00** daily snack fee, pay the director on the first day of your child's program day per month. Snacks are given to the children at 9:30 daily. The snacks will be wholesome and nutritious, including fresh veggies and fruit. If there is anything special you would like to bring in for the class for a snack please give the staff at least one day notice. From time to time we will do special cooking projects, if any added fees are needed we will give you a notice a week before.

We will have parties throughout the year. Two weeks prior to any party or special event there will be a sign-up for families to bring in something to contribute to the party. We encourage each family to participate in bringing in a goody.

Lunches

During our summer extended program (June-August) you will need to provide a daily lunch for your child.

Birthdays

If you would like us to celebrate your child's birthday at preschool, you are welcome to bring in something special that day for snack. Please give the teachers at least a one week notice.

Behavior Management

Children, especially preschoolers, have not yet learned acceptable ways to express their feelings. It is important to teach children that all their feelings are valid, but how they choose to act on these feelings needs to be safe for themselves, other people, and property. Children need clear rules and reassurance that the adult will not let them hurt themselves or others when they are feeling out of control with anger or frustration. We also will create a safe and loving environment to help children learn positive behavior through guidance, and redirection of the child's behavior when needed. When the child is having a difficult time following directions or treating others with respect, developmentally appropriate guidance techniques are used.

These techniques are as follows: Positive reinforcement/Redirection/Taking a break

- If there are concerns with a child's behavior and the situation does not seem to improve,
- 1st The parents will be notified
 - 2nd Conference with parents to come up with ideas to resolve problems with behavior. We would give a two week time frame for child to improve
 - 3rd if there is no improvement, the parents will be called to immediately pick up child
 - 4th if after many attempts of behavior management (3 calls for the child to be picked

up), the parent will be asked to find alternate care

The behavior management above also applies to biting, following same steps as above.

Health Policy

Germs spread quickly in a preschool environment. All the children and staff stay healthier when sick persons stay at home. If your child becomes ill at school the parents will be notified and the child must be picked up within the hour. The child may not return to school the next day.

Smoking Policy

There is **NO** smoking allowed at/or around our preschool, it is also not allowed around the community center.

Medication & First Aid

We will only administer medicines that accompany a note from the doctor. The prescription has to have a label on it with child's name and instructions. All of our staff are currently trained and certified in advanced First Aid and CPR.

Fire & Earthquake Safety

Our preschool has fire drills on a monthly basis and meets all standards for the fire and safety which are established by the state marshal. At this time we also incorporate earthquake disaster training.

Reports of Child Abuse or Neglect

If any one of our staff members suspects that child abuse and or neglect is occurring with any of our students at anytime we will immediately report our suspicions to the Child Care Bureau. We are mandated reporters, which means by law we have to report any suspicions.

Children Items Needed for school

Please bring in the following items; Change of cloths, sunscreen, baby wipes, and any other items for your child's needs. During snow days, please dress your child appropriately for snow, we will be going outside. Please DO NOT let your child bring in any toy during the week into school. Each Friday your child can bring in an item from home for sharing. It can be a toy, game, book, etc... during circle time on Fridays the children will stand up and present their sharing to the other children. NO weapons are allowed at any time.

Authorized Pick-up

If your child is to be picked up by a person that normally does not pick up your child (and that is not listed on your emergency form) you must provide written notification via note or e-mail (BrighterDaysPreschool@hotmail.com), and also with a phone call so we are prepared. Give us the person's full name and please inform them that we will be checking his/her ID.

Late Pick-up

Class hours at the preschool are 8:30 – 12:30 M-F. If you are going to be late for pickup, please notify the school immediately so we can reassure your child. There is a \$5.00 charge for the first 15 minutes, and then \$1.00 charge for each minute after that. (pay this fee to the director.) Consistent lateness after the program will be cause for dismissal.

Termination Policy

Since our program is paid once a month at a time we require a one month notice upon termination. This time will be billed whether your child attends school or not.

Holiday's (School Closed)

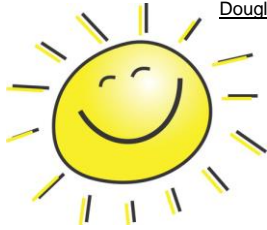
The preschool will be closed on all observed holidays.
February 15th Presidents Day / May 30th Memorial Day / July 4th Independence Day
September 5th Labor Day / October 28th Nevada Day / November 11th Veterans Day
November 24th & 25th Thanksgiving
December 26/2016 to January 6/2017 the preschool will be closed for Christmas and New Year Break, as no program will be offered, there is no tuition due for these 2 weeks.

Sick & Vacation Days

If your child misses school due to illness and or personal vacation, normal tuition is still due. There will be no switching or making up these days.

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Welcome Packet

I have read all the policies and procedures of Brighter Days Preschool welcome packet. I understand that failure to follow these policies may lead to dismissal from the program.

Child's Name: _____

Parent's Name: _____ (relationship to child) _____

Parent's Name: _____ (relationship to child) _____

Enrolled Program

I would like my child _____, to be enrolled in _____ program.
(child's name) (write down program, ex. M-F, M/W/F, T/TH)

I understand that in order to get the early price I have to pay tuition by the due date listed on the rate sheet each month.

Preschool Start Date _____

Parent/or Guardian Signature: _____ Date: _____

Brighter Days Preschool



Enrollment Form

Child's Name _____ Birth Date _____ Start Date _____

Mailing Address _____

City _____ State _____ Zip _____

Physical Address _____

City _____ State _____ Zip _____

Father's Name _____ D/L# _____

Father's Home/Cell Phone# _____

Father's Employer _____ Work# _____

Mother's Name _____ D/L# _____

Mother's Home/Cell Phone# _____

Mother's Employer _____ Work# _____

Emergency & Authorized to Pick Up

Name _____ Address _____ Phone# _____ Relationship _____

Name _____ Address _____ Phone# _____ Relationship _____

Name _____ Address _____ Phone# _____ Relationship _____

Name _____ Address _____ Phone# _____ Relationship _____

Name _____ Address _____ Phone# _____ Relationship _____

Name _____ Address _____ Phone# _____ Relationship _____

Parent/or Guardian Signature: _____ Date: _____

Brighter Days Preschool



Consent for Medical Treatment

In an emergency, I _____ give my authorization to Brighter Days Preschool
(Parent/Guardian Name)
and any local physician, dentist or hospital to provide medical care and /or transport my child
at my expense.

Medical Plan _____ Policy# _____

Child's Physician _____ Physicians Address _____

City _____ State _____ Zip _____

Physician Phone # _____

Does your child require additional accommodations? Yes _____ No _____

If yes please explain _____

Are there any problems serious enough to restrict your child's activities? Yes _____ No _____

If yes please explain _____

Describe if any, special care required _____

Does your child have frequent colds? Yes _____ No _____

Does your child Have any eating problems? Yes _____ No _____ If yes please explain _____

List any Allergies staff should be aware of _____

Is your child currently taking prescribed medication? Yes _____ No _____

Medicine _____

If yes, for what reason? _____

Please give us any further information, which you believe will be helpful to staff understanding
and caring for your child _____

Parent/or Guardian Signature: _____ Date: _____

Brighter Days Preschool



Photo Release Form

From time to time Douglas County Parks & Recreation Department and Brighter Days Preschool may desire to use a picture of your child captured during school activities and times. These pictures will be used for promotional purposes including press releases, brochures, fliers, and web postings.

I hereby authorize the (DCPRD) to use my child's photograph for promotional purposes. I acknowledge that only (DCPRD) and Brighter Days Preschool is authorized to use the image(s). I understand that I may revoke this authorization at any time, except to the extent that action based on this authorization has already been taken. I hereby release (DCPRD)/ Brighter Days Preschool, and its officers from any legal responsibility or liability for disclosure of the images.

Name of child whose image is being used _____

Print Name of Parent or Guardian _____

Parent/or Guardian Signature: _____ Date: _____

Field Trip Permit

I _____ would like my child _____ to take part in field
(Parent/Guardian name) (child's name)

trips and educational excursions, either buy DART transportation, buses, and or by foot. I understand that my child will be chaperoned by a responsible adult at all times away from the facility.

I _____ do not want my child _____ to participate in any
(Parent/Guardian name) (child's name)

field trips and or excursions away from the facility.

Parent/or Guardian Signature: _____ Date: _____

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Physician Report

Please bring in your child's shot record. This physician report has to be completed within 30 days after the start day at Brighter Days Preschool.

Part A

(completed by parent)

(child's name) Born on _____
(birth date) is being studied for readiness to enter Brighter Days Preschool. This School provides a program from 8:30 to 12:30, Monday-Friday. Please provide a report on the child named above using the form below. I hereby authorize release of medical information contained in this report to Brighter Days Preschool.

Parent signature _____ Date _____

Part B

(completed by physician)

Problems of which we should be aware of:

Hearing _____ Vision _____

Allergies _____

Developmental _____

Language/speech _____

Dental _____

Other _____

Comments/explanations _____

Medication Prescribed/special routines/restrictions for this child _____

Physician _____ Signature _____ Date _____

Address _____ Phone# _____

Other Notes: _____

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Music Program

Miss Maureen with Happy Notes will be coming in weekly to sing with the children. She has a wide range of wonderful themed based music and movement activities she will be teaching the children. We will perform in front of the seniors a few times a week every month with the things we learn in her music class. In order to participate in this extra class there is a \$10.00 monthly fee that the parents pay. Pay the director on the first day of your child's program day per month.

I understand that I am responsible for paying the director \$10.00 a month for my child to participate in a weekly music class.

Parent/or Guardian Signature: _____ Date: _____

Snack Payment

There is a \$2.00 daily snack fee, pay the director on the first day of your child's program day per month. Snacks are given to the children at 9:30 daily. The snacks will be wholesome and nutritious, including fresh veggies and fruit.

I understand that I am responsible for paying the director \$2.00 a day for my child to receive a daily snack at school.

Parent/or Guardian Signature: _____ Date: _____

Child's Name _____ Enrolled Program _____

Snack monthly Totals- (for February-December 2016)

February _____ March _____ April _____ May _____

September _____ October _____ November _____ December _____

Monthly Music class Charge _____

*Pay director both fees due at the beginning of each month.